

**Figure 1** LabelMANAGER 450 Electronic Labelmaker

## About Your New Labelmaker

With your new DYMO LabelMANAGER™ 450 labelmaker, you can create a wide variety of high-quality, self-adhesive labels. You can choose to print your labels in many different sizes and styles. The labelmaker uses DYMO D1 tape cassettes in widths of 1/4" (6 mm), 3/8" (9 mm), 1/2" (12 mm), 3/4" (19 mm), or 1" (24 mm). Tape cassettes are also available in a wide range of materials.

Visit [www.dymo.com](http://www.dymo.com) for information on obtaining labels and accessories for your labelmaker.

## Warranty Registration

Please complete the warranty registration card and return it to the appropriate customer service address within seven days of purchase. Visit [www.dymo.com](http://www.dymo.com) for details.

## Getting Started

Follow the instructions in this section to print your first label.

### Connecting the Power

The labelmaker can operate on AC or battery power. To save power, the labelmaker will automatically turn off after two minutes of inactivity.

### Inserting the Batteries

The labelmaker uses six 1.5 volt high-capacity AA alkaline batteries.

### To insert the batteries

1. Remove the battery compartment cover. See Figure 2.

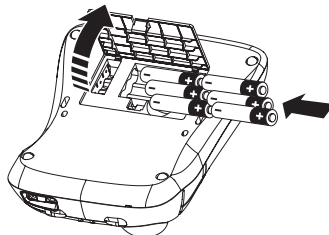



Figure 2

2. Insert the batteries following the polarity markings (+ and -).
3. Replace the battery compartment cover.

 Remove the batteries if the labelmaker will not be used for a long period of time.

### Connecting the Power Adapter

Connecting the power adapter to the labelmaker disconnects the batteries as a power source.

#### To connect the power adapter

1. Plug the power adapter into the power connector on the top, left side of the labelmaker.
2. Plug the other end of the power adapter into a power outlet.

### Inserting the Tape Cassette

Your labelmaker comes with one DYMO D1 tape cassette. Visit [www.dymo.com](http://www.dymo.com) for information about purchasing additional tape cassettes.

## To insert the tape cassette

1. Press and release the tape cassette cover to open the tape compartment. See Figure 3.

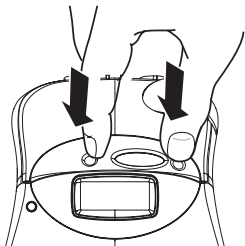


Figure 3



The first time you use the labelmaker, remove the protective cardboard insert from between the print head and pinch roller. See Figure 4.

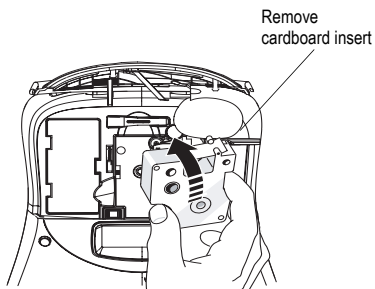


Figure 4

2. Make sure the tape and ribbon are taut across the mouth of the cassette and that the tape passes between the guideposts. If necessary, turn the spool clockwise to tighten the ribbon.
3. Insert the cassette with the tape and ribbon positioned between the print head and pinch roller. See Figure 5.

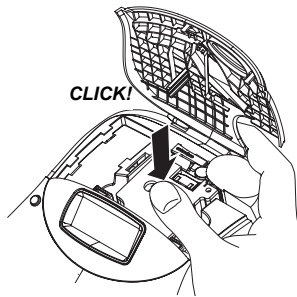




Figure 5

4. Press firmly until cassette clicks into place. Make sure the tape and ribbon are positioned correctly.
5. Close the tape cassette cover and press  to turn on the power.

The Tape Settings menu automatically appears immediately after inserting a new tape cassette.

6. Use the arrow keys to select the tape width of the tape cassette currently in the labelmaker and press .



## Settings

You can set the language, current date and time, and the units of measure you want the labelmaker to use.

### Selecting a Language

You can select from a number of different language options. By default, the language is set to English.



#### To select a language

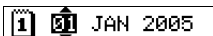
1. Press .
2. Use the arrow keys to select the language you want and press .


## Setting the Current Date

The default date format depends upon the language selection for the labelmaker. You can change the default date format by following the instructions in **Changing the Date Format** on page 10.

### To set the date

1. Press .
2. Select **Set Date**, and press . The default date is displayed.




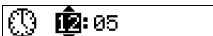
3. Move the cursor over each setting (month, day, and year) and use the arrow keys to increase or decrease the value.
4. When finished, press .


## Setting the Current Time

The default time format depends upon the language selection for the labelmaker. You can change the default time format by following the instructions in **Changing the Time Format** on page 10.

### To set the time

1. Press **Settings**.
2. Select **Set Time**, and press . The default time is displayed.






3. Move the cursor over each setting (hours and minutes) and use the arrow keys to increase or decrease the value.
4. When finished, press .

## Selecting Units of Measure

You can choose to show measurements in inches or millimeters. The default units of measure depends upon the language chosen.


### To set the units of measure

1. Press .
2. Use the arrow keys to select **Set Units** and press .
3. Select inches or millimeters and press .

## Printing Your First Label

You are now ready to print your first label.

### To print a label

1. Enter text to create a simple label.
2. Press . The label is automatically cut.

The Auto Cut feature is turned on by default. To disable the Auto Cut feature, see **Changing the Cutting Option** on page 12.


3. Remove the label.

**Congratulations!** You have printed your first label. Continue reading to learn more about the options available for creating labels.

## Getting to Know the Labelmaker

The following sections describe each feature in detail. Become familiar with the location of the feature and function keys on your labelmaker. See Figure 1 on the inside front cover..

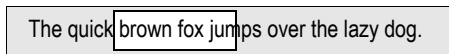
### Power

The  button turns the power on and off. After two minutes of no activity, the power is switched off automatically. The last label created is remembered and displayed when the power is turned back on. The previously selected style settings are also restored.

### LCD Display

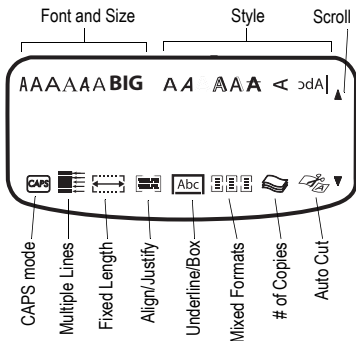
The labelmaker's LCD display shows a row of up to sixteen characters. However, you can enter up to 99 characters and spaces.

The display is similar to a window that scrolls across the text. (See Figure 6.) The number of characters actually displayed can vary due to proportional spacing.



**Figure 6**

In addition, feature indicators appear on the display to let you know when a feature is selected. See Figure 7.



**Figure 7**

## CAPS Mode

The **CAPS** key toggles capitalization on and off. When CAPS mode is turned on, the CAPS mode indicator is shown on the display and all letters that you enter will be capitalized. The default setting is CAPS mode on. When CAPS mode is off, all letters entered appear in lower case.

## Shift Key

The **Shift** key, when used in combination with an alphabet key, changes the case of the selected letter. When used in combination with number keys or function keys, the **Shift** key selects the alternate function shown on the key. For example, when you press **Clear**, the character to the left of the cursor is

deleted; however, when you press **Shift** + **Clear** together, the entire label text and formatting is deleted and the display is ready for you to type a new label.

## Space Bar

The **SPACE** key inserts one or more blank spaces in your text.

## Backspace

The **Backspace** key removes the character to the left of the cursor. **Shift** + **Backspace** clears all label text and formatting.

## Cancel

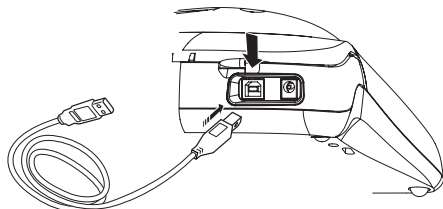
The **Cancel** key allows you to exit from a menu without making a selection or to cancel an action.

## Navigation Keys

With the **Navigation** keys, you can review and edit your label, and navigate through the menus. Use the left and right arrow keys to move the cursor along the label text or to move through fields. Use the up and down arrow keys to increase or decrease settings and to select menu items, and then press **OK** to accept the selection.

## Connecting to Your Computer

Your labelmaker can be used as a standalone label printer or you can print labels from your computer using DYMO Label Software. Your labelmaker connects to your computer using the USB connection located on the top of the labelmaker. See Figure 8.



**Figure 8**

Refer to the *LabelMANAGER 450 Quick Start Card* for installation instructions and the *DYMO Label Software User Guide* for information about designing and printing labels.

## Formatting Your Label

You can choose from a number of formatting options to enhance the appearance of your labels.

! The labelmaker remembers the last feature selection made so that each time you enter one of the feature menus described in this section, you are positioned at the last item selected from that menu.

## Changing the Font

Seven fonts are available for your labels:

Arial Narrow

Arial Normal

Arial Wide

Times New Roman



**Frankfurter**

**One Stroke**

**BIG**

When you specify a font, that font applies to all characters on the label.

### To set the font

1. Press the  key.
2. Use the arrow keys to move to the desired font and then press .

## Adding Font Styles



You can choose from six different font styles to apply to your text:

AaBb	Normal
<b>AaBb</b>	Bold
<i>AaBb</i>	Italic
AaBb	Outline
<b>AaBb</b>	Shadow
<b>AaBb</b>	3D
<del>AaBb</del>	Strike-through
◀◡◢◣◤	Vertical
dBzA	Mirror
<b><i>AaBb</i></b>	Italic + Bold
<i>AaBb</i>	Italic + Outline
<b><i>AaBb</i></b>	Italic + Shadow
<b><i>AaBb</i></b>	Italic + 3D

Only one style can be used at a time. Styles can be used with alphanumeric characters and symbols.

See **Using Symbols and Special Characters** on page 9 for more information on printing symbols.

### To set the font style

1. Press the  key.
2. Use the arrow keys to move to the desired style and then press .

## Adding Box and Background Styles

You can further highlight your text by choosing a box, underline, or background style. You can also use label text stored in memory as background text on your label.

A label can be underlined or enclosed in a box or background, but not both together. The styles available are shown in Figure 9.



<b><u>DYMO</u></b>	Underline
<b>DYMO</b>	Square Box
<b>DYMO</b>	Pointed Box
<b>DYMO</b>	Rounded Box
<b>DYMO</b>	Crocodile Box
<b>DYMO</b>	Scroll Box
<b>DYMO</b>	3D Box
<b>DYMO</b>	Dots
<b>DYMO</b>	Wood Grain
<b>DYMO</b>	Bricks
<b>DYMO</b>	Checkers
<b>DYMO</b>	Parquet
<b>DYMO</b>	Diamonds
<b>DYMO</b>	Weave
<b>LabelMANAGER</b>	Text Background

Figure 9





Background patterns are not available for 6 mm tape.

### To set the box style


1. Press the  key.
2. Select a frame style and then press .

On multi-line labels, all lines are underlined. However, all the lines are enclosed in a box style.

### To select a text background

1. Press the  key.
2. Select Text Background and then press .

The first memory location is displayed.


3. Use the arrow keys to select the stored text you wish to use as a background and press .

## Creating Multi-Line Labels

The number of lines you can print on a label depends on the width of the label you are using:

- Maximum of five lines on 3/4" (19 mm) and 1" (24 mm) labels
- Maximum of three lines on 3/8" (9 mm) and 1/2" (12 mm) labels
- Maximum of one line on 1/4" (6 mm) labels

### To create a multi-line label

1. Type the text for the first line, and press **Enter**. A new line character  is placed at the end of the first line in the display, but will not print on the label.

2. Type the text for the second line.

The display shows the line on which you are currently entering text. The example below indicates that the second line is the current line on the label.





Use the arrow keys to move between lines.

## Using Mixed Formats

You can apply different fonts and styles to the text on a label by dividing the label into blocks of text or pages. Each page is separated by a page break.

The number of lines that can be added to a page is determined by the label width. You can add two page breaks per label. Alignment, underline, box styles, and background patterns cannot be mixed on a label. These styles are common to the entire label.




### To add a page break

1. Enter and format text for the first page.
2. Press .
3. Select **Insert Format Brk** and press .
4. Continue entering and formatting text for the next page of the label.


## Using Tabs

You can add tabs to a label to align text on multi-line labels. Tabs are left justified and the default spacing is 2.0" (50 mm).

### To change the tab spacing

1. Press .
2. Select **Set Tab Length** and press .
3. Use the up and down arrow keys to increase or decrease the tab setting, and then press .

### To insert a tab

1. Enter your text.
2. Press the  key and continue entering text.

## Using Symbols and Special Characters

Symbols and other special characters can be added to your labels.

### Adding International Characters

The labelmaker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, if you type a letter multiple times within a very short time, you will scroll through variations on that letter.

For example, if French is selected as the language and you repeatedly press the letter **a**, you will see **a â ã** and so on through all the variations available. The character variations and the order in which the variations appear depend on the language you have selected to use.

### Currency Symbols

The currency key **€** also uses RACE to scroll through a number of currency symbols:

**€ £ \$ ¢ ¥**

The order these symbols appear depends on the language you have selected.

## Adding Symbols


The labelmaker supports the extended symbol set as shown in Figure 10:

Row	Position in row				
A	€	\$	¢	£	¥
B	@	&	#	%	‰
C	!	?	¡	¿	—
D	'	"	,	.	;
E	:	/	+	-	*
F	(	)	=	<	>
G	≠	±	÷	{	}
H	[	\	]		§
I	•	'	©	®	™
J	☺	☹	☺	☹	☹
K	☺	☹	☺	☹	☹
L	☺	☹	☺	☹	☹
M	☺	☹	☺	☹	☹
N	☺	☹	☺	☹	☹
O	☺	☹	☺	☹	☹
P	☺	☹	☺	☹	☹
Q	☺	☹	☺	☹	☹
R	☺	☹	☺	☹	☹
S	☺	☹	☺	☹	☹
T	☺	☹	☺	☹	☹
U	☺	☹	☺	☹	☹
V	☺	☹	☺	☹	☹
W	☺	☹	☺	☹	☹
X	☺	☹	☺	☹	☹
Y	☺	☹	☺	☹	☹
Z	☺	☹	☺	☹	☹
AA	☺	☹	☺	☹	☹
AB	☺	☹	☺	☹	☹
AC	☺	☹	☺	☹	☹
AD	☺	☹	☺	☹	☹
AE	☺	☹	☺	☹	☹
AF	0	1	2	3	4
AG	5	6	7	8	9
AH	0	1	2	3	4
AI	5	6	7	8	9
AJ	1/4	1/2	3/4		


Figure 10



## To add a symbol

1. Press . The first row of symbols shown in the table appears in the display.
2. Use the arrow keys to move to the desired symbol. The left and right arrows move horizontally along a row of symbols. The up and down arrow keys scroll vertically through the rows of symbols.

To quickly see a row of symbols, you can press the letter corresponding to the row you want.

3. When you locate the desired symbol, press  to add the symbol to your label text.

## Adding Date and Time




You can add the date and time to your labels.

### Changing the Date Format

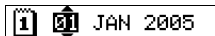
You can choose from twelve different date formats:


24/12/2004	12/24/2004
24/12/04	12/24/04
24 Dec 2004	Dec 24, 2004 (US default)
24 Dec 04 (EU default)	Dec 24, 04
24 December 2004	December 24, 2004
24 December 04	December 24, 04

### To change the date format

1. Press , select **Set Date**, and press .
2. Use the arrow keys to select the date format and press .

The display shows the currently set date.







3. Use the arrow keys to change each part of the date (month, day, year) and press  after each part.

## Adding the Date to Your Label

The date can be added as fixed text (the date remains the same) or as variable text that is automatically updated with the current date when the label is actually printed.

### To add the date




1. Press .
2. Select **Insert Date** and press .
3. Select **FIXED DATE** or **AUTOM. UPDATED** and press .

When Autom. Updated is selected, a date  icon is inserted on your label. When Fixed Date is selected, the actual date is inserted on your label in the format specified.

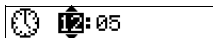
### Changing the Time Format


You can choose to show the time in 12-hour format or 24-hour format.

### To set the time format

1. Press , select **Set Time**, and press .
2. Use the arrow keys to select the time format (24 Hour Clock or 12 Hour Clock) and press .

The display shows the default time.




3. Use the arrow keys to change each part of the time (hours and minutes) and press  after each part.


### Adding the Time to your Label

The time can be added as fixed text (the current time) or as variable text that is automatically updated with the current time when the label is actually printed.

### To add the time

1. Press .
2. Select **Insert Time** and press .

3. Select **Fixed Time** or **Autom. Updated** and press .

When Autom. Updated is selected, a time  icon is inserted on your label. When Fixed Time is selected, the actual time is inserted on your label in the format specified.




## Printing Options

You can print multiple copies of a label at one time, print fixed-length labels, review label text and format, and adjust the printing contrast.

### Printing Multiple Copies

You can print up to 16 copies of a label at one time. When printing multiple copies, a dotted cut-line is printed between each label.

**To print multiple copies of the label**

1. Press  and then select **Set # Copies**.
2. Press the up arrow key to increase the number of copies to print.
3. Press the down arrow key to begin decreasing the number of copies from 16.
4. Press .
5. Press  to begin printing.







You may notice a brief pause in printing between each label for more complex formats.

When printing is finished, the number of copies to print returns to the default value of 1.

### Serializing Your Labels

You can print a series of labels with the last number incremented by one number. The number of labels serialized depends upon the number of copies you selected to print. Only the last series of numbers that follows any letter, space, or punctuation will be serialized. For example, abc123 will print as abc123, abc124, abc125; and 123-998 will print as 123-998, 123-999, 123-1000, and so on.

### To serialize your labels

1. Enter the text for your label.
2. Press  and then select **Set # Copies**.
3. Press the up arrow key to increase the number of increments to print and press .
4. Press  + .





The labels automatically print, each label incremented by one number.

### Printing a Fixed-Length Label

Normally, the length of the label is determined by the length of the text entered. However, you may wish to make a label for a specific purpose that is a fixed length regardless of the length of the text.

You can specify a fixed length for a label in 0.1" (2 mm) increments between 1.5" (40 mm) and 15.0" (400 mm). The preset fixed length is 4" (100 mm). Any change you make to the fixed-length setting remains in effect until you change it.

**To set the label length**

1. Press  + .
2. Press the up arrow to select **Fixed Length On** and then press .
3. Use the arrow keys to set the length.
4. Press .

After you print the label, you must reset the fixed-length label setting to OFF; otherwise, all your subsequent labels will print with this fixed length.

### Adding Barcodes to Labels




The labelmaker can print barcodes in six standard formats: UPC A, UPC E, EAN8, EAN13, CODE-39, and CODE-128.

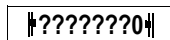
You can print a barcode on 19 mm (3/4") and 24 mm (1") label tape; and you can print only one barcode per label.

The barcode prints horizontally along the label with the text in small print underneath the barcode. You can optionally add text before and after the barcode. Or, you can add text above or below the barcode by creating a two-line label. See **Creating Multi-Line Labels** on page 8.


Four of the standard barcodes require a fixed number of characters to generate the barcode: EAN-8, EAN-13, UPC-A, and UPC-E. CODE-39 and CODE-128 barcodes allow a variable number of characters to be entered.

### To set the barcode type

1. Press .
  2. Select **Set Barcode** and press .
  3. Use the arrow keys to select the barcode type, and press .
- One or more question marks appear between the barcode symbols (||||).






You may see a 0 in the far right position for some barcode types. This is a check digit and will be replaced with a number when the barcode data is entered.

4. Enter the data for the barcode, replacing the question marks, and press  when finished.

Once you select a barcode type, that setting remains until you select a different barcode type.

### To insert a barcode

1. Enter the text you wish to appear before the barcode on the label. (Optional)
2. Press .
3. Select **Insert Barcode** and press .
4. Enter any text you wish to appear after the barcode. (Optional)
5. Press .

## Previewing Your Label

You can preview the text or format of your label prior to printing. A two-line label is previewed as a single-line label.

### To preview your label

1. Press  + .
2. Select **Text** or **Format**, and then press .

If you select **Text**, the text of the label scrolls across the display. If you select **Format**, the format selected displays briefly.

## Aligning the Text


When you print a fixed length label you can choose to align the text at the left, center, or right side of the label. For multi-line labels, all lines of text are aligned left, center, and right relative to each other.

### To align the text




1. Press  + .
2. Select the desired alignment and press .

The alignment setting remains active until you reset the alignment.

## Changing the Cutting Option

You can choose to have each label automatically cut after printing or you can manually cut the labels using the  key. By default, labels are cut automatically. When manual cutting is selected and you print multiple copies or serialized labels, a dotted cut-line is printed between each label.

### To change the cutting option




1. Press .
2. Select **Set Auto Cut** and press .
3. Select **On** or **Off**, and then press .

This setting will remain until you change it.

## Adjusting the Print Contrast

You can adjust the print contrast to fine tune the print quality of your label.

### To set the contrast

1. Press .
2. Select **Set Contrast** and press .
3. Select a contrast setting and press .

## Using Labelmaker Memory




The labelmaker has a powerful memory feature that stores text and formatting as follows:

- Automatically stores the last fifteen labels printed.
- Allows you to store the text of up to ten labels you use frequently.
- Allows you to name and store up to ten commonly used label formats.

## Storing Label Text

The labelmaker automatically keeps the last fifteen labels printed in a text buffer. In addition, you can store up to ten specific labels you use frequently.

### To store the current label text

1. Press .
2. Select **Save** and then press .
3. Use the arrow keys to select **Label** and then press .

Ten fields, which represent memory locations, are displayed. Fields that are filled indicate stored label text. You can store new text in any of the memory locations, however, if you select a location that is filled, the previous label text will be overwritten.

4. Select a memory location and press .

Your label text is saved and you are returned to the label.



## Storing Formats

In addition to label text, you can store up to ten specific label formats you use frequently. This feature stores only the formatting information not the label text.

### To store the current format

1. Press .
2. Select **Save** and then **Format**.


A list of ten fields, which represent memory locations, are displayed. Fields that contain formats display a name in the field. You can store new formats in any of the fields, however, if you select a location that is filled, the previous label format will be overwritten.

3. Select a field and press . The word **Name?** appears in the field.
4. Enter a name for the format and press . Your label format is saved and you are returned to the label.

## Recalling Stored Labels and Formats

You can easily recall labels and formats stored in memory to use at a later time.

### To recall labels or formats

1. Press .
2. Select **Recall** and then **Label**, **Format**, or **Last Printed**.

A list of memory locations is displayed similar to storing a label or format.







3. Select a label or format to recall and press .


## Caring for Your Labelmaker

Your labelmaker is designed to give you long and trouble-free service, while requiring very little maintenance.

Clean your labelmaker from time to time to keep it working properly. Clean the cutter blade each time you replace the label cassette.

### To clean the cutter blade

1. Press  to turn off the power.
2. Press  and  together. The message, **Cut Test**, appears on the display.
3. Press and hold the  +  keys. The cutter blade will move into view in small steps.
4. When you are able to access both sides of the blade, release the keys.
5. Use a cotton ball and alcohol to clean both sides of the cutter blade.
6. After cleaning the blade, press  to return the blade to its home position.

 You can also follow this procedure if the cutter blade becomes lodged in the forward position and will not move.

### To clean the print head

- ◆ Clean the print head using the cleaning tool located inside the label compartment lid. See Figure 11.

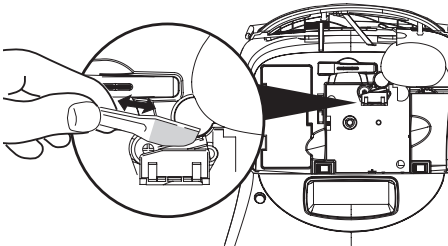



Figure 11

## Troubleshooting

Review the following possible solutions if you encounter a problem while using your labelmaker.

Problem/Error Message	Solution
No display	<ul style="list-style-type: none"><li>• Ensure the labelmaker is turned on.</li><li>• Replace discharged batteries.</li></ul>
Poor Print Quality	<ul style="list-style-type: none"><li>• Replace discharged batteries or attach power adapter.</li><li>• Ensure tape cassette is installed properly.</li><li>• Clean the print head.</li><li>• Replace the tape cassette.</li></ul>
Poor Cutter Performance	Clean the cutter blade. See <b>Caring for Your Labelmaker</b> .
Printing	No action required. Message disappears when printing is finished.
<b>Too many characters</b> Exceeded maximum number of characters in buffer.	Delete some or all of the buffer text.
<b>Too many lines</b> Exceeded maximum number of lines allowed.	Select another format.
<b>Insert Tape Cassette</b> Tape cassette missing	Insert a new tape cassette
<b>Battery low</b> Batteries almost discharged.	Replace batteries or connect AC power adapter.
<b>Tape Jam</b> Motor is stalled due to tape jam.	<ul style="list-style-type: none"><li>• Remove jammed tape and replace tape cassette.</li><li>• Clean cutter blade.</li></ul>
Set  Fixed-length label selected and the length necessary to print the label exceeds the selected length.	<ul style="list-style-type: none"><li>• Following this message, a fixed-length value is displayed which indicates the minimum label length necessary to fit the text. Do one of the following:</li><li>• Adjust the fixed-length label setting appropriately, or</li><li>• Select a narrower font size.</li></ul>

If you still need assistance, contact DYMO Customer Support for your country. Refer to **Contacting Customer Support** on the inside back cover to locate the contact number for your country.